



Kern County Sheriff's Office
Policies and Procedures

TITLE: PATCH COLLECTORS		NO: J-1820	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: April 15, 1998	REVIEWED: 06/15/2018	REVISED: 00/00/00	UPDATED: 06/15/2018

POLICY

Occasionally the Kern County Sheriff's Office receives requests from members of the public for Sheriffs uniform patches for their personal collections. The Sheriff's Office recognizes that, for the most part, these are honest collectors of law enforcement memorabilia and usually supporters of law enforcement in general. Thus, the Sheriff's Office views providing a patch to such requestors as a healthy public relations tool and, when possible, will try to accommodate such requests.

PROCEDURE A: Receiving Requests

Any member of the Sheriff's Office who receives a request for a Kern County Sheriff's Office uniform patch, regardless of what particular uniform it is for, should send the request to the commander of the Support Services Division. The Support Services Division Commander will then determine which is the proper division to handle the request.

If the request should properly be handled by another division, the Support Services Division Commander will forward the request to that division's commander.

If the request is for a patch normally issued by the Sheriff's Property Room, the Support Services Division Commander will determine the appropriateness of the request and either deny the request or approve it and forward the request to the Sheriff's Office Property Control Officer to have the patch sent to the requestor.

PROCEDURE B: Proper Authority

If the patch requested is for any of the volunteer groups which issue their own patches, the Support Services Division Commander will forward the request to the commander of the Special Investigations Division for consideration.

If the request is for a detention officer patch, the Support Services Division Commander will forward the request to the Downtown Services Division Commander for consideration.

If the request is for a Special Weapons Tactics Team patch, the Support Services Division Commander will forward the request to the SWAT Commander for consideration.

If the request is for a Sheriff's Emergency Response Team patch, the Support Services Division Commander will forward the request to the Lerdo Facilities Division Commander for

consideration.

If the request is for a Communications Specialist patch, the Support Services Division Commander will forward the request to the Patrol Division Commander for consideration.

PROCEDURE C: Granting or Denying Requests

In deciding whether to issue a patch to a patch collector, the responsible commander should consider:

- the request be in writing;
- the requestor appears to be bonafide law enforcement memorabilia collector and not a dealer or an unscrupulous person, and the requestor give complete name and address; and,
- whether the division has an adequate supply of patches and can spare one, and whether issuing patches to collectors will have any significant negative impact on their current budget situation.

DIRECTIVE:

- No patch shall be given to a requestor if the criteria in Procedure C, above, has not been met.
- No more than one patch shall be given to an individual requestor.
- The issuing party shall establish a file to keep the request permanently, whether a patch was issued or not.
- Generally, patches will be given free of charge, however, those volunteer groups which purchase their own patches with their own funds may recover the cost of the patch, if they so choose.

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